



*United States Bankruptcy Court  
Eastern District of Wisconsin  
Office of the Clerk*

## APPLICATION FOR EMPLOYMENT

**Type or print** all information. If your application does not provide all information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

- =====
1. Job Title and Vacancy Announcement Number: \_\_\_\_\_
  2. Lowest Pay Acceptable: \_\_\_\_\_
  3. Name:  
Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_
  4. Other Names Used: (e.g.: maiden name, nickname, former name): \_\_\_\_\_
  5. A permanent employee of the Bankruptcy Court must be at least 18 years old.  
Are you at least eighteen years old? Yes \_\_\_\_\_ No \_\_\_\_\_
  6. Mailing Address:  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
  7. Phone Numbers (include area code):  
Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_
  8. How did you learn about this Career Opportunity?  
Newspaper Ad (name): \_\_\_\_\_ Walk-In: \_\_\_\_\_ Employee (name): \_\_\_\_\_  
Internet Site (name): \_\_\_\_\_ Other (explain): \_\_\_\_\_
  9. Have you ever filed an application with the Bankruptcy Court before? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, give date: \_\_\_\_\_

### APPLICANT CERTIFICATION:

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application, is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any part of this application may be grounds for not hiring me, or for firing me after I begin work. I understand that any information I give may be investigated.

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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## EDUCATION:

10. Mark Highest Level Completed:

Some HS:		HS/GED:		Associate:		Bachelor:		Master:		Doctoral:	
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11. Last High School or GED School: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Have you received a high school diploma or GED? YES \_\_\_\_\_ NO \_\_\_\_\_

12. Colleges and Universities attended (Do not attach a copy of your transcript unless requested. If you are invited to interview, transcripts may be requested at that time.)

a. Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credits Earned: \_\_\_\_\_ Major(s): \_\_\_\_\_

Degree Received (if any): \_\_\_\_\_

b. Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credits Earned: \_\_\_\_\_ Major(s): \_\_\_\_\_

Degree Received (if any): \_\_\_\_\_

c. Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credits Earned: \_\_\_\_\_ Major(s): \_\_\_\_\_

Degree Received (if any): \_\_\_\_\_

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## BACKGROUND INFORMATION:

13. Are you a U.S. Citizen? YES ☐ NO ☐
14. Were you ever a Federal civilian employee? YES ☐ NO ☐
- If "YES," for Highest Civilian Grade Give:
- Grade/CL:  From (mm/yy):  To (mm/yy):
15. Have you ever served in the United States Military? YES ☐ NO ☐
- If you answered "Yes," provide the following information:
- Branch:  Type of Discharge:
- From (mm/dd/yy):  To (mm/dd/yy):
16. During the last 10 years, have you been convicted, imprisoned, on probation, or on parole? YES ☐ NO ☐  
(Include felonies firearms or explosives violations, misdemeanors, and all other offenses.)  
If "YES", use an "Additional Information Sheet" to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.<sup>1</sup>
17. Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer "No".) If "YES", use an "Additional Information Sheet" to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved. YES ☐ NO ☐
18. Are you now under charges for any violation of law? If "YES", use an "Additional Information Sheet" to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved. YES ☐ NO ☐
19. During the last 15 years, were you fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management? If "YES", use an "Additional Information Sheet" to provide the date, explanation of the problem, reason for leaving, and the employer's name and address. YES ☐ NO ☐
20. Do any of your relatives or friends work for the U.S. District Court or U.S. Bankruptcy Court for the Eastern District of Wisconsin? (Includes father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and any other person you have a personal relationship with.) If "Yes", use an "Additional Information Sheet" to provide the name, relationship, and the judicial officer or court unit for which your relative or friend works. YES ☐ NO ☐

<sup>1</sup> Please note that a "YES" response to question 16, 17, 18, 19 or 20 will not necessarily disqualify you from consideration.

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**REFERENCES :**

21. List three people, not related to you, and not your current supervisor listed under item 21, who know your qualifications and fitness for the kind of job for which you are applying. At least one should know you well on a personal basis. Please specify your relationship with the person (e.g. friend, co-worker, etc.)

A.	Name of Reference:	
	Relationship:	
	Mailing Address:	
	City, State, Zip:	
	Phone Number:	
B.	Name of Reference:	
	Relationship:	
	Mailing Address:	
	City, State, Zip:	
	Phone Number:	
C.	Name of Reference:	
	Relationship:	
	Mailing Address:	
	City, State, Zip:	
	Phone Number:	

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## WORK EXPERIENCE:

22. Describe your current or most recent job in the space below.

Use the attachment "Work Experience" to give information about your previous employment. (Make as many copies as necessary). Working backwards, describe each job you held during the past 10 years. Please also explain your reason for leaving each position. If you were unemployed for longer than 3 months within the past 10 years, list the dates and your addresses in an experience block. You may sum up in one block work that you did more than 10 years ago, but if that work is related to the type of job you are applying for, describe each related job. Include non-paid work if the work is like the job you are applying for.

Job Title (If Federal, include grade or CL): \_\_\_\_\_

From (mm/yy): \_\_\_\_\_ To (mm/yy): \_\_\_\_\_

Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Street Address: \_\_\_\_\_

Employer's City, State, Zip: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

May we contact your current employer? (If we need to contact your current employer before making an offer, we will contact you first.) YES \_\_\_\_\_ NO \_\_\_\_\_

Describe Your Duties and Accomplishments: If you need more room, use an additional information sheet (include your name and question number on each sheet).

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## WORK EXPERIENCE:

Make as many copies as necessary to describe your work experience (see question 22.)

Job Title (If Federal, include grade or CL): \_\_\_\_\_

From (mm/yy): \_\_\_\_\_

To (mm/yy): \_\_\_\_\_

Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Hours per Week: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Street Address: \_\_\_\_\_

Employer's City, State, Zip: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

May we contact your current employer? (If we need to contact your current employer before making an offer, we will contact you first.)

YES \_\_\_\_\_

NO \_\_\_\_\_

Describe Your Duties and Accomplishments: If you need more room, use an additional information sheet (include your name and question number on each sheet).

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### **OTHER QUALIFICATIONS:**

23. Please indicate skills you possess or things you have done that are relevant to the job you are applying for. Please include any of the items listed below but you need not be limited by this list. Give dates, but do not send documents unless requested.

- ◆ Training Courses (give title and year)
- ◆ Special Skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- ◆ Certificates and Licences (current only)
- ◆ Honors, Awards and Special Accomplishments (publications, memberships in professional /honor societies, leadership activities, public speaking, and performance awards.)

Please also describe what you believe sets you apart from other applicants who apply for the position you are seeking.

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**ADDITIONAL INFORMATION SHEET**

You may use this sheet to elaborate on any question in this application. Be sure to identify the sheet with your name and the question number.